

Retention and Classification Report

Agency: Department of Health. Division of Disease Control and Prevention. Utah Public Health Laboratory. Bureau of Laboratory United State Laboratories
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Records Officer Pam Oberg

17666 Environmental Laboratory application cycle records

AGENCY: Department of Health. Division of Disease Control and Prevention. Utah Public Health Laboratory. Bureau of Laboratory Operations

SERIES: 17666

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TITLE: Environmental Laboratory application cycle records

DATES: 1986-

ARRANGEMENT: Chronological, thereunder alphabetical by facility name

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These are environmental laboratory certification application cycle records. They document the application process for laboratories wishing to be state certified under the Environmental Laboratory Certification Program. R444-14-1(1994) establishes the rules and guidelines for the certification of these laboratories. Information includes application, laboratory survey response reports, certification letter worksheets, routine correspondence, laboratory test results, facility requirements, and a list of laboratory equipment and supplies.

RETENTION:

Retain 9 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

AGENCY: Department of Health. Division of Disease Control and Prevention. Utah
Public Health Laboratory. Bureau of Laboratory Operations

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(continued)

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency. R444-14-10(1995) requires that these records be maintained for at least five years.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected